

## Minutes from the June 27, 2016 Bolinas Fire Protection District Board Meeting

Pres. Bass called the regular meeting of the Bolinas Fire Protection District to order at 7:00PM. Vice Pres. Chiera, Dir. Shaw, and Dir. Kimball were present. Also present: Chief Brown and Secretary Brown. Dir. Gade was absent.

MSC Kimball/Shaw (unan with one absence) to approve the agenda.

### **CHIEF'S REPORT**

#### **Mera**

Chief Brown reported that the June MERA meeting was cancelled due to a lack of agenda items. The next meeting is scheduled for July 27<sup>th</sup>.

#### **Prevention**

Chief Brown has received complaints regarding illegal parking on Terrace Avenue and the Little Mesa. She called the Point Reyes substation to contact either the Lieutenant or Sergeant regarding ticketing and enforcement of violations of illegally parked cars. She was told that extra deputies will be assigned on weekends in Bolinas. Unfortunately, it has been noted that ticketed cars tend to remain parked for continued hours in the same location. Illegal fires are also of great concern as they are increasing on the local beaches. Increased fines for chronic offenders were discussed.

#### **Inspections**

None.

#### **Planning**

20 Nymph Road – Demolish existing residence, construct new one  
324 Ocean Parkway – Addition  
23 Rafael Way – Single family residence remodel  
28 Crescente – Single family residence  
350 Fern – Studio addition  
415 Yucca – Legalize Second Unit  
380 Larch Road – New septic system, habitat restoration  
480 Horseshoe Hill Road, Barn construction  
555 Dogwood – New Construction  
210 Laurel – Legalize second unit, new guest house  
350 Lauff Ranch Rd. – Legalize multiple structures  
4900 Shoreline Highway - Remodel  
120 Horseshoe Hill Rd – Addition, remodel  
10 Olema-Bolinas Rd – Second Unit  
11 Brighton – propane tank placement  
370 Overlook – Remodel, addition of 2<sup>nd</sup> unit  
100 Mesa Road – AT&T Communications Tower Modification  
12 Olema-Bolinas Road – 2<sup>nd</sup> Unit

New – None.

## **Grants**

The BFPD has received federal funding by way of the West Marin Emergency Services (John Burton Funds) since the early 1980's. The District, along with other Marin County agencies including the Marin County Fire Department, have shared approximately \$90,000 with Bolinas receiving an annual \$8,220. This year, the MCFD Chief has declined to sign the agreement with the National Park Service stating that the current level of financial support for calls for assistance into Park land is inadequate. Calls for assistance into Park land have increased dramatically which is expensive in terms of personnel and equipment while the compensation has not changed since its inception. The National Park Service does not agree with Chief Weber's view therefore it is currently unknown whether or not Burton monies will be received in the future. Chief Weber and representatives from NPS have stated they would like to see the funds continue for the West Marin agencies despite the ongoing discussions. Updates will be made as they are available.

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## **Training**

The volunteers have begun training on Wildland fire tactics, strategies and safety issues. The trainings consist of lectures and hands-on evolutions on mobile attack and progressive hose lays. Asst. Chief Marcotte is also assigning trainings through Target Solutions. Each volunteer has an account that they can sign on to in order to complete the trainings.

Asst. Chief Marcotte taught a public CPR class on the evening of May 31<sup>st</sup>. Chief Brown taught a class to the NPS Fire Crew on June 2<sup>nd</sup>. She was also invited once again to participate in the Pt. Reyes National Seashore Safety Stand Down Week. On June 22<sup>nd</sup>, she taught a break out session on Work and Home Emergency Preparedness at the Red Barn in Bear Valley. Approximately eighty people attended and the class went very well.

## **Volunteers**

No update.

## **Apparatus**

Chef Brown reported that E285 had a malfunctioning Pressure Relief Valve on the Engineer panel. Several department members attempted to fix it with no success. Chief Brown called on Aaron Jarvis, MCFD Engineer and a certified Fire Mechanic, for the repair. He successfully repaired the valve at no cost to the District and showed FF Maendle the maintenance that needs to take place in order to prevent future failings. Vice Pres. Chiera asked Chief Brown to thank him on behalf of the Board.

## **Disaster Council**

Beth Carusillo continues to schedule meetings with each of the Disaster Council's representatives of all 13 areas of the District. Recently, meetings

were held with Area 6, 7 and 4. Dir. Shaw asked for a directory of Area Coordinators. Chief Brown will forward her the requested information. Chief Brown and Beth purchased a “test” tent, cot and blanket which they will practice setting up. These items are intended to be used as a place for patients outside of the Clinic in an emergency situation. Beth has announced that she will be moving on from the position of the Bolinas Disaster Coordinator. She has graciously agreed to take her time and help find a replacement. No replacement has been found yet.

### **Resource Recovery**

Chief Brown attended the scheduled meeting on June 27<sup>th</sup>. GM Blackman was absent on vacation. Mike Aitken, Chief Stevens, Stinson Beach, and Sarah Sanders were in attendance. Discussion centered on the concerns of the RR site meeting the newly required set-backs from the creek. Alternatives were discussed including reorganizing the site but there is little room for change based upon the land available. Other regulations were discussed. Chief Brown expressed how important the site is for the Bolinas Community to prevent random dumping of debris around the Mesa. Another meeting will be scheduled shortly after GM Blackman returns.

### **Building and Grounds**

No update.

### **General Operations/Administration**

The Finance Committee met with Cheryl Robbins on June 6<sup>th</sup> who currently works at the Bolinas Stinson School as the Chief Financial Officer. The Committee interviewed her for the Bookkeeper position that was most recently filled by Kaaren Gann. The Committee offered her the position and Cheryl accepted it happily. The District will contact her after the Prepared By Client list is received from the auditors.

Chief Brown has completed two introductory webinars with Lexipol, a company that the District has contracted with to create an employee manual. After the preliminary draft is finished, it will be sent out to the Personnel Committee for review. Hopefully, the draft manual will be on the regular August meeting agenda for consideration.

The monthly Marin County Fire Chiefs’ meeting was held at the Bolinas station on June 16<sup>th</sup>. Twenty Chiefs from around the County attended. Asst. Chief Marcotte and Capt. Phil Wall were subpoenaed as witnesses to a fire call that they attended in 2013. Both were deposed on June 17<sup>th</sup>. The District County Counsel representative, Brian Case, was present for the depositions.

Chief Brown said that the Lion’s Club is gearing up once again for the 4<sup>th</sup> of July festivities and parade. Due to a shortage of volunteers, there will be no BBQ downtown. The regular traffic control points will be in place plus the rebar and yellow tape to discourage roadside parking. Also, the usual shuttle and parking will be available at Mesa Park.

Chief Brown announced that Shelly Nelson, the Marin County Communication Services Manager retired. Chief Brown was invited to sit on the interview panel to fill her position but declined due to staffing availability.

### **Surfers' Overlook Repair/Terrace Avenue**

Chief Brown reported that the Bolinas Community Center has paid the invoice submitted by the County of Marin for the road level work completed. They are now looking for direction on what to do with the remaining funds in the account. Once GM Blackman returns from vacation, they will meet again.

### **GENERAL BUSINESS**

Action Item #1: Consider Resource Recovery *Memorandum of Understanding between the BCPUD, Bolinas Fire Protection District, Stinson Beach County Water District and Stinson Beach Fire Protection District Concerning Payment of Permit Costs for the Resource Recovery Center*

Chief Brown reviewed with the Board that the County of Marin cited the RR with nine violations regarding its proximity to a creek running through the site and permitting. In order to correct the violations and pay permit fees, Jennifer Blackman, GM of the BCPUD, requested financial assistance from each of the original participating agencies. The District approved a not to exceed amount of \$5000 at their regularly scheduled meeting in November, 2015. Jennifer has drafted an MOU between the four agencies involved (as listed above) to formalize the agreement.

MSC, Kimball/Chiera (unan with one absence) to approve Memorandum of understanding between the BCPUD, the BFPD, SBWD, and SBFPD concerning payment of permit costs for the Resource Recovery Site. The BFPD to pay no more than \$5,000 as described in the MOU.

Action Item 2: Consider Grand Jury Report: *The 911 First Responder Referral Program – More Than a Band-Aid for Seniors*

The County of Marin Aging and Adult Services has streamlined a senior citizen referral strategy with emergency first responders. The Grand Jury expects that this program when rolled out County-wide, will make a significant difference in the lives of senior citizens, make better use of existing local social services, and will help connect seniors with needed and available services. Chief Brown advised the Board to agree with recommendations R1 and R2 in the report. She said our first responders already have a good working relationship with West Marin Senior Services but training would be extremely beneficial.

R1. Marin County fire chiefs should implement the *911 Fires Responder Referral Program* County-wide.

R2. Marin County fire chiefs should create a community outreach campaign for the *911 First Responder Referral Program*.

Vice Pres. Chiera suggested that an “At Risk List” of senior citizens in the community be shared with the Disaster Council. Chief Brown stated that the Disaster Council already has such a list which is protected by confidentiality laws from the general public. She also said that she offers “Viles of Life” which are plastic tubes for citizens to put detailed medical information in. The viles are meant to be placed in people’s homes for easy access by first responders.

MSC, Gade/Chiera (unan with one absence) to consider the Grand Jury Report: The 911 First Responder Referral Program – *More than a Band-Aid for Seniors* and follow through with Recommendations 1 and 2.

Action Item 3: Consider Engagement Letter from Doran & Associates for FY15/16 Audit

Chief Brown recommended that the District continue to work with Doran & Associates for audit services. After some discussion of possibly putting out a Request for Proposal (RFP) to find a new auditor for the next fiscal year, the Board agreed to move forward with Doran & Associates.

MCS, Kimball/Chiera (unan with one absence) to accept engagement letter from Doran & Associates for the FY 2015/16 audit.

Action Item 4: Consider Resolution #176-2016: A Resolution of the Board of Directors of the Bolinas Fire Protection District determining the 2016-2017 Appropriations Limitations of Tax Proceeds

MSC, Chiera/Kimball (unan with one absence) to adopt Resolution #176-2016 for a limit of tax proceeds based on population and cost of living changes not to exceed \$747,579.80.

Action Item #5: Consider Adoption of Final Budget for FY16/17

Chief Brown reported that there was only one person who reviewed the preliminary budget which was open for public review for one week. Dir. Kimball thanked Chief Brown and Admin Assist. Brown for completing the budget process before the beginning of the new fiscal year. Chief Brown then thanked the Personnel and Finance Committees for all their time spent in meetings to advise and oversee the budget process.

MSC, Kimball/Chiera (unan with one absence) to adopt final budget for FY16/17.

### **CONSENT CALENDAR**

MSC, Shaw/Chiera (unan with one absence) to approve the Minutes from the May 23, 2016 regular meeting. Pres. Bass and Vice Pres. Chiera had requested some minor changes to the minutes before the meeting.

MSC, Kimball/Chiera (unan with one absence) to approve the warrant lists from May 17 – June 21, 2016.

The May financial reports were not presented as the County financial reports for May had not been received yet.

### **PUBLIC EXPRESSION**

None.

### **BOARD MEMBER REPORT**

There was some discussion about a possible Board retreat to look at future planning for the Department. Hiring a facilitator was also mentioned.

### **COMMITTEE REPORTS**

None.

### **PERSONNEL MATTERS**

The Board entered a closed session at this point in the meeting (8:10PM) to discuss personnel appointment issues.

### **ANNOUNCEMENT**

No announcement was made as no action was taken in the closed session.

### **GOOD OF THE ORDER**

Chief Brown thanked the Board and all of their work done serving on the various committees recently. She expressed what a pleasure it is to work with each Board member and how much easier it is with such a competent group.

### **ADJOURNMENT**

MSC, Kimball/Chiera (unan with on absence) to adjourn the meeting at 8:35 PM.

Respectfully submitted,

Molly Brown  
District Secretary

Note: All minutes to all Board meetings are available for review at the Bolinas Library.